

Memorandum of Understanding Oakland Estates Neighborhood Plan Update

I. Purpose

As part of the Community Building and Neighborhood Planning Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning Department and the Planning Team for the Oakland Estates Neighborhood Plan area. The Planning Team, together with the Planning Department, is responsible for updating the Land Use Plan that will guide future development in the area bound by Prue Road to the north, Babcock Road to the west, Huebner Road to the south, and Fredericksburg Road to the east. The updated Land Use Plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption as a component of the City's Master Plan.

When adopted, neighborhood plans represent the community's consensus and provide guidance to City boards, commissions and departments. **Adopted plans serve as a guide and do not include a specific financial commitment by the City.**

The intent of the MOU is to ensure that the Neighborhood Plan update is developed in an open manner with consensus among community stakeholders, consistent with City policies, and an accurate reflection of the community's values.

The Planning Department will utilize City Master Plan Policies and Best Planning Practices in addition to input by the Planning Team and the Public in development of the Land Use Plan.

The MOU's purpose is also to develop an understanding of responsibilities and form a working relationship between the community and the Planning Department; the MOU sets out the responsibilities of all parties, and identifies work to be performed by the Planning Team and by the Planning Department.

Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

II. Responsibilities

A general list of responsibilities follows:

NEIGHBORHOOD PLANNING TEAM RESPONSIBILITIES

1. Help the Planning Department in recruiting a Planning Team. The Planning Team should include community stakeholders from throughout the planning area, including: residents (homeowners and renters), community groups, property owners, institutions, businesses, schools, etc. The Planning Director will approve the final composition of the Planning Team.
2. Develop a Work Program with the Planning Department.

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3. Organize regular meetings of the Planning Team in coordination with the Planning Department.
4. Assist the Planning Department with organizing public meetings to develop the Land Use Plan, including helping with recruitment efforts such as developing a mailing list, distributing flyers to residents and apartment complexes, placing meeting announcements in neighborhood newsletters, etc.
5. Identify and agree upon a volunteer Planning Team liaison who will coordinate communication between the Planning Team and the Planning Department and serve as the City's primary contact person for the planning effort.
6. After adoption of the plan update, publicize the plan to community interests and ensure new community members are aware of the plan and its contents.
7. Advocate for plan implementation at public hearings before Planning Commission, Zoning Commission, Board of Adjustment, and City Council.

PLANNING DEPARTMENT STAFF RESPONSIBILITIES

1. Discuss planning principles and concepts as the plan is developed.
2. Assign at least one planning staff member to provide technical assistance in updating the Land Use Plan.
3. Develop, and field verify, an Existing Land Use Map for the planning area.
4. Help Planning Team coordinate and advertise their meetings.
5. Work with the community to design and facilitate a work program.
6. Coordinate and facilitate community/public meetings with the assistance of the Planning Team; provide flyer copies for distribution by hand and submit press releases to local papers regarding any public meetings.
7. Provide any necessary materials, handouts, etc. needed for public meetings.
8. Prepare a final land use plan based on planning principles, Planning Team input, and public input.
9. Coordinate the City interdepartmental review, including review by the Development Services Department and the City Attorney.
10. Present the plan update to Planning Commission and City Council.

Memorandum of Understanding

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Attachment 1 - Work Program

Oakland Estates Neighborhood Plan Update

The Planning Director and the Planning Team may modify the following Work Program as necessary in order to adjust to any unforeseen events within the city organization or the community.

1. January 2006: Existing Land Use Analysis
 - Updates existing land use map, including field verification.
 - Updates the graphic presentation of the original land plan using currently reorganized land use categories.
2. June 2006: Planning Team Organization
 - Develop a work program and finalize an MOU.
 - Sign the Memorandum of Understanding.
3. June - July 2006: Planning Team Land Use Work Sessions
 - Create an updated Land Use Map with accompanying text.
 - Planning Team works to publicize a public meeting to seek input on Land Use Plan and arranges for meeting refreshments, location, etc.
4. July 2006: Public Meeting(s) and Land Use Plan Preparation
 - Staff holds a public meeting to receive public input on the updated Land Use Plan.
 - If necessary, staff organizes, with Planning Team assistance, a second public meeting to incorporate more public input.
 - Staff creates a final Land Use Plan with accompanying text based on Planning Team input, public meeting input, and best practices with respect to planning principles.
5. July 2006: City Interdepartmental Review
 - Staff organizes review of the Land Use Plan with the Development Services Department and City Attorney's Office.
6. Late July 2006: Final Planning Team Meeting
 - Staff arranges a final meeting with the Planning Team to review comments from the interdepartmental review, and look over the final draft of the Land Use Plan.
7. August – October 2006: Plan Adoption
 - Staff prepares the Oakland Estates Neighborhood Plan update for consideration by Planning Commission and City Council.
8. October 2006 and beyond: Plan Implementation
 - The neighborhood continues to promote the plan to neighborhood stakeholders, newcomers, and plan partners and works on plan implementation.
 - Staff forwards notices of plan amendment applications and zoning changes to the Planning Team.